

ITEMS FOR KILLIAN REPORT
Business Machines Service

This Staff has been concentrating its attention on investigating and recommending the use of electronic data processing machines and other types of newly developed devices for application to the paper handling problems of the Agency. During the past six months the following projects have been completed:

1. A team of five members of this Staff was organized to conduct feasibility studies of the accounting and recording requirements of the Office of Logistics, Office of the Comptroller and the Office of Personnel, to determine if electronic data processing machines and techniques can be advantageously applied. The Feasibility Study of the Office of Logistics was completed and it was found that through procedural changes and the application of an IBM Random Access Method of Accounting and Control (RAMAC) machine, 36 positions could be eliminated; an annual net saving of \$172,000.00 could be realized and the accounting and reporting requirements could be more advantageously accomplished. The recommended changes in procedures and the installation of a RAMAC machine are under consideration by the Director of Logistics. The Feasibility Study team is now reviewing the Office of Personnel requirements and upon completion of that study, will review the accounting procedures in the Office of the Comptroller.

2. Through the efforts of this Staff a possible means for mechanizing the records problem in RI/DDP, was found in a new large

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reason to believe that this study will result in the eventual construction of machinery which will solve this costly and time consuming problem. This project is being monitored by this Staff for the DD/S.

3. This Staff investigated and recommended the purchase of an ALWAC - III computer for the performing special computations in the ORR Automat Project. The use of this computer will obviate the need for employing 14 calculating machine operators. The cost of the computer (\$61,500.00) will be paid for through savings realized within the first 18 months of operation. Thereafter, this annual savings to the Agency will be approximately \$47,810.00 (14-GS 4-clerks). The computer was installed in September 1957.

4. A prototype model of a microfilm viewer which will produce a hard copy of a selected microfilm image in 5 seconds, was field tested in the Agency for the 25X1A5A1
through these tests the machine and the technique were determined to

be sound. Twenty machines were ordered for the Agency. The application of these "reader-printers" will make it possible to reduce active files to microfilm and thereby, save the filing space and equipment required for hard copy. This Staff together with the Records Management Staff will survey requirements in all components of the Agency and recommend the use of these machines where feasible.

5. The Integrated Data Processing concept, i.e., the preparation of source documents by a machine (Flexowriter) which will produce a perforated paper tape for the automatic operation of machines to prepare derivative data, was developed and applied to the automatic preparation of Personnel Forms No. 50, 52 and punched-cards for personnel accounting requirements.

It is estimated that preparation time for all 52's throughout the Agency will be cut down by 75% also there will be two key-punch operators eliminated.

An application of this concept to the preparation of supply replenishment requisitions, invitations to bid and purchase orders in the Office of Logistics was approved and is in the process of installation. Other areas where this method may be advantageously applied and under study.

6. Management Staff has contributed significantly to Agency operations as follows:

a. Recommended payment of awards totalling \$12,135.00 based upon an estimated first year's savings of \$172,086.00.

b. Undertook a program to revise regulatory issuances by limiting their content to policy, authority and responsibility.

c. Conducted O&M studies recommending actions which resulted in improved performance in the following general areas: OCR and Map Libraries; processing of broadcast monitor reports; processing of overseas and domestic travelers; machine record reports; Agency manpower control and utilization; and document locator systems.

d. Completed studies for several DD/S Offices which indicate that use of additional IBM machines in conjunction with revised accounting and reporting systems might possibly achieve annual savings of \$170,000.00.

e. In conjunction with DDP, arranged for a contract for a study leading to the possible development of a special device to solve records integration problems.

f. Recommended machines for use in other areas of the Agency which may effect annual savings of about \$55,000.00.

g. Instituted numerous reporting and record-keeping improvements which are estimated to effect annual savings of \$100,000.00.

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